



Position Description

Job Title: Discipline Chair for Primary Care in Rural and Medically Underserved Areas	
Department: Clinical Affairs	Date: June 2026
FLSA Status: Exempt	Work Location: Louisiana Campus
Employee Category: T/R Faculty	Work Schedule: As directed in contract
Reports to: Associate Dean for Clinical Affairs	Percent Employment: Full-time or part-time. The chair duties constitute two or three days per week. The clinical time may be leased by the College to an outside clinical entity OR if the physician prefers, he/she may be responsible for the clinical practice duties.
Direct Reports: Administrative Assistant	

I. **Job Summary:**

Oversee the organization and administration of the college's department for core clinical rotations that occur in medically underserved areas and to oversee the Early Clinical Experiences.

II. **Job Duties:**

1. Develop and oversee primary care rotations in the OMS 3 core clinical year that occur in rural and/or medically underserved areas and in VCOM's clinical affiliated sites.
2. Develop and monitor the clinical curriculum for the underserved rotation in collaboration with the Virginia, Carolinas and Louisiana Campus Chairs that oversee this rotation.
3. Develop and oversee the Inter-professional Early Clinical Experiences for first and second year students.
4. Participate as a supervising physician in one of the Friday early clinical experiences for second year students.
5. Instruct within the Principles of Primary Care Course, including lectures, small group discussions, and Tuesday/Thursday labs. Participate in the development of standardized patients, OSCEs, and simulated patients associated with this course.
6. Participate in clinical practice two days per week and precept students within this medical practice (the practice may be one the College arranges or one arranged by the chair with an agreement with the College).
7. Participate in faculty development and faculty meetings.
8. Obtain/maintain literacy in Family Medicine and/or general primary care (for those with a preventative medicine MPH or IM/preventive medicine practice).
9. Participate in committees, interviews, or other services to the college as assigned by the Campus Dean
10. Participate in VCOM's outreach programs (in Appalachia and Delta regions) that provide preventative and free primary care services.
11. Participate in VCOM's international missions program providing community health, preventative services, and primary care one week per year.
12. Perform all duties as outlined in the employment contract.

12. Perform other duties as assigned.

III. Required Qualifications:

Education: Completion of Medical School and Residency in Family Medicine

Licensure or certification: Current Medical License

Current Board Certification in Family Medicine

Experience:

1. ability to practice comprehensive and compassionate medicine for people of all ages and from all walks of life
2. ability to teach and mentor effective delivery of preventative services and care for underserved populations and people with limited access to care
3. ability to organize and motivate people towards altruism and service for underserved populations

Skills required for this position:

1. Excellent interpersonal and communications skills
2. Strong team player
3. Commitment to VCOM values
4. Basic computer proficiency

Preferences are given to applicants who have the following skills or attributes:

Experience with delivery of care to underserved populations both locally and abroad.

Successful candidate will be subject to a criminal history background check.

Regular, reliable or predictable attendance is an essential function of the job.

IV. Working Conditions and Efforts: The physical demands and work environment characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The position requires a rapid pace, some days with long hours to meet expectations, long distance driving to rural sites, and the ability to organize, interpret, and utilize a large volume of information.

Physical demands: While performing the duties of this job, the employee is required to ambulate (may be with use of assisted devices); sit; stand (or accommodate for standing); use hands and vision for teaching the osteopathic examination and for teaching / providing treatment; use office equipment such as computers; speak to large and small groups of individuals for teaching; hear heart sounds, lung sounds and conversation for the purpose of teaching students how to hear and interpret those sounds and for practice; perform moderate telephone and poly-com communication / usage; occasionally be required to lift and/or move up to 50 pounds; drive distances up to five hours or to fly on occasion to clinical sites, depending upon the location of the core teaching hospitals.

Work environment: Office, clinical practice, classroom, laboratory, clinical skills teaching environments and clinical sites constitute working environments. Outside travel

required is 15% to 20% of time. The noise level in the work environment is usually minimal. The pace of the work requires a rapid pace to synthesize and organize large volumes of material, while includes those required for clinical practice and clinical teaching and prioritizing duties.

This position is classified as exempt, at the Professional level, because it requires the advanced knowledge of a “learned professional” in which to meet the job duty requirements.

Employment with VCOM is “at-will”. This means employment is for an indefinite period of time and it is subject to termination by the employee or by VCOM, with or without cause, with or without notice, and at any time. Nothing in this position description or any other policy of VCOM shall be interpreted to be in conflict with or to eliminate or modify in any way, the “at-will” employment status of VCOM employees.

- V. **VCOM Core Values:** The employee is expected to adhere to all VCOM polices. As the environment is a professional college, VCOM faculty/staff are expected to dress and behave in a professional manner at work. VCOM faculty/staff are expected as VCOM employees, to be a person who obeys all laws and professional expectations of an upstanding citizen of the community. VCOM expects all employees to maintain a positive attitude in all working relationships with all VCOM departments, employees, medical students, prospective medical students, interns, and residents and to treat all others engaged in the duties of the employment, with mutual respect.

I am notified that the College is an equal opportunity employer and does not discriminate on the basis of age, sex, sexual orientation, ethnicity, religion, or disability.

I have been made aware of the College’s most recent campus safety report, the location of the college policies and procedures document, and the appropriate handbook for my position. I recognize my responsibility to be aware of the policies and procedures and I am in agreement to follow the policies and procedures as written.

I have read and understand this explanation and job description. I also understand that the job duties and description or the existence of the need for the position may be changed at any time as required by the College where growth of the institution or change in direction of the institution may change the duties of my department or the need for the position.

Employee Signature: _____ Date: _____

Approvals:

Division Officer: _____ Date: _____

Dean: _____

Date: _____

President/Provost: _____

Date: _____